



2019 Circle of Excellence Awards Supplier Company of the Year Nomination Kit 8.1

****Preparation checklist:** Use this form for reference prior to submitting your online nomination. The following items are required to properly submit a valid online nomination.

**** Please note a nominee will receive zero points for not submitting criteria.**

Please include name, contact number and email address of person submitting the nomination.

Pass or Fail | NOMINEE INFORMATION

****Back up documentation on final presentation is strongly encouraged but not required for nomination submission.**

- Company Name
- Nominee Phone Number
- Nominee Email Address
- Number of Years in Business
- Sales Percentage
- Average Proposal Turn Around Dates

1-25 POINTS | SUPPLIER COMPANY OF THE YEAR NARRATIVE

Provide a thorough narrative of the nominee's attributes that justify their consideration for this award. This narrative can be written by the nominee or the person nominating the Supplier Company of the Year.

This narrative may be a paragraph long or it may be pages long

1-25 POINTS | ASSOCIATION INVOLVEMENT NARRATIVE

Association Involvement (Includes SEFAA/FAA/NAA events from August 2018 - August 2019)

This narrative should be a minimum of one paragraph long or it may be pages long.

1-15 POINTS | AWARDS AND RECOGNITIONS RECEIVED

(Including individual or company awards and recognitions from August 2018 - August 2019)

1-15 POINTS | LETTER OF RECOMMENDATION

The letter of recommendation should be a minimum of one paragraph. Additional letters encouraged but not required for nomination submission.

Letters of recommendation should be dated between August 2018 - August 2019

1-10 POINTS | ENDORSMENT FORMS

One (1) endorsement form required. Template available at www.sefaa.com

A nominee may submit up to 5 letters of endorsements from supervisor, colleagues or clients.

1-10 POINTS | SUPPORTING DOCUMENTS

Upload a minimum of (3) supporting documentation. We encourage you to include: photos, videos, analytics, testimonials, etc. Proprietary or internal information can also be attached and will not be shared with the public.



Supplier Company of the Year
(One Letter for Each Endorsement)

Nominee: _____
(Company)

Dear Colleague,

The South East Florida Apartment Association (SEFAA) Circle of Excellence awards program is November 15, 2019.

We are seeking nomination support for the category of; "Supplier Company of the Year." This award is given to an outstanding individual that demonstrates exemplary skills in professionalism, work ethic, customer service, time management, operational knowledge and colleague support.

If you are in support of our potential nomination for this award, please sign the below nominee endorsement form.

Endorsement:

Name _____ **Title** _____

Contact Number _____ **Email Address** _____